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Statistics and Stds
Rec Mgt 9-3

30 Sep 1960

STANDARDS FOR DETERMINING SPACE FOR ACTIVE FILE OPERATIONS

Source of Information	Sq.Ft./Cabinet	Width of Aisle(Inches)
1. Atomic Energy Commission	6	36
2. U. S. Navy	7.5-8	(a) 36 min.; 48 max. (b) 30 for shelf files
3. Ford Motor Co.	6 - 7	36 min.; 42 max.
4. Internal Revenue Service	-	33 for shelf files
5. Remington Rand	5.5	
6. American Management Ass'n Office Management: "Big Business Methods For The Small Business"	-	36
7. Office Executive, Feb.1955 Space Standards	-	(a) 40-48 For Cabinets Facing One Another (b) 36-40 For Cabinets Opening on One Side Of An Aisle
8. "Records Management And Filing Operations" by Margaret K. O'Dell and Earl P. Strong	-	42-48
9. Security	-	26
10. Personnel	-	(a) Applicants 46 (b) Official Per.Folder 50
11. OCR/R/SR		40

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